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DDA 87-1235

9 June 1987

MEMORANDUM FOR: DA Office Telephone Focal Points

FROM:

Executive Assistant to the DDA

SUBJECT: Monthly Telephone Statistics for May 1987

1. During May 1987, OIT completed ten telephone actions for the Directorate of Administration (DA). These actions installed five secure and five nonsecure telephones for OIT. The reason that OIT completed so few telephone actions during May is that during April OIT assigned all available telephone installers and surveyors to complete the renovation effort.

2. OIT completed 11 nonsecure telephone surveys for the DA in May which OIT will install in June. These are:

| <u>Office</u> | <u>Phones</u> |
|---------------|---------------|
| OIT | 33 |
| OP | 1 |
| OS | 86 * |
| OTE | 1 |
| Total | <u>121</u> |

* Of the 86 telephone actions for the Office of Security, OIT will perform 66 of them and 15 at the OS Headquarters . This work provides the initial telephone service at those two new locations.

3. OIT completed three secure telephone surveys for the DA in May which OIT will install in June. These are:

| <u>Office</u> | <u>Phones</u> |
|---------------|---------------|
| OF | 1 |
| OIT | 12 |
| Total | <u>13</u> |

70-5

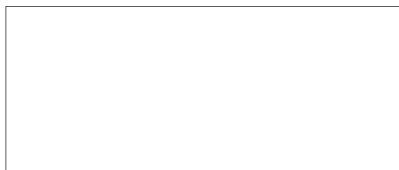
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4. I mentioned in last month's status update that OIT expected to complete its on-line telephone work database in June so that each of you would have access to your Office's telephone work queue. The database development is not as far along as OIT had planned, and OIT has not set a new delivery date for it yet.

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ORIG:EXA/DDA



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Distribution:

Original

| | |
|-----|----------------|
| 1 - | AMD/SS/LOG |
| 1 - | F/SO |
| 1 - | T/SS |
| 1 - | /IMSS/DAS |
| 1 - | S/EXO |
| 1 - | OP/EXO |
| 1 - | /LS |
| 1 - | TE/AS |
| 1 - | T/ESG/ID |
| 1 - | T/ESG/ID/ASB |
| 1 - | C/CSG/OIT |
| 1 - | DDA Subject |
| 1 - | DDA Chrono |
| 1 - | EXA/DDA Chrono |

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